Who,...
   can use procards for grant funded purchases?
Individuals and departments assigned to specific grant projects may be authorized to
make approved grant funded purchases using departmental procards and
re-allocating OR, using directly funded grant procards.
Please see policies regarding re-allocations.

What...
   do I need to send?
   o Itemized invoices/receipts (requisitions not necessary)
   o Statement with PI and supervisor signatures approving purchases
   o Log – providing lists of attendees or recipients on gift card or event purchases
   o Business purpose for all purchases on grant account
     o Example: Grant Supply, research, etc.

Where...
   to go for assistance?
   7-4707  Grants and Contracts
   7-2154   Accounts Payable/Disbursements (Jennifer Halseth)
   For policy details, please visit the links located at the bottom of this page.
   ...do I send my grant procard documents?
   To the Grants and Contracts office via
   o Email pdf file to:  grants-services@wmich.edu
   o Fax:  7-4737
   o Campus mail:  Grants and Contracts MS #5425

When...
   are my grant funded procard documents due?
Your approved statement (must have supervisor signature), log (if required), and
itemized receipts/invoices are due to Grants and Contracts no later than 20 business
days after the close of that statement cycle. For example, if the cycle ends July 31,
2017, then your July documents are due no later than 20 business days which is August

Failure to meet submission deadlines may delay various project approvals up to,
and including, suspension of procard privileges.

Why...
   do we have to send in our documents?
Projects within Grants and Contracts are subject to both internal and external audits at
any time. Therefore we must retain expenditure documents for those purposes.

For complete details regarding procurement card use and policies, please visit the following:

  http://www.wmich.edu/grantscontracts/policies

  ➔ click procurement card procedures
  http://www.wmich.edu/payroll/accounts-payable/procard

Reminders...
- Statement cycle start/end dates are
determined by Bank of America (BoA).
  These may be verified through the BoA
  online access program “Works”.

- Please wait until the statement cycle has
closed before printing your statement.

- A purchase will be included in a
  statement cycle according to its “post
date”.
  For example, if the transaction date is
  July 25th but the post date is August 4th,
  then the purchase will fall on the August
  statement cycle. This allows for
  production lead times, back orders,
  and/or unexpected delays.

BoA “Works” online access

https://payment2.works.com/wpm

- Receipts/invoices must be itemized. (Fig.
A on reverse side.)

- Please do not use highlighters as they
  may cause the receipt ink to disappear
  or, when scanned, appear as a thick,
  black line. (Fig. B on reverse side.)

- Make sure that receipt/invoice matches
total on statement Sales orders or quotes
without final amount are not acceptable.
(Fig. C on reverse side.)

- Please use the correct statement format
  “Monthly Statement” when printing. (See
  Fig. D on reverse side.)

- Re-allocations must be made prior to the
  end (closing) of the statement cycle in
  which their purchases were made so that
  they may post to GLOW.

- We are happy 😊 to help you with any
  questions you may have with your grant
  procard documentation as well as
  working with BoA “Works” online access.

P 269-387-4707  F 269-387-4737
http://www.wmich.edu/grantscontracts
Itemized Receipts

Shown here are two receipts for the same purchase.

**Receipt A** is itemized and acceptable.

Receipt B is NOT itemized, nor is it acceptable by itself.

Receipt B must be accompanied by Receipt A.

**Receipt A**
- Itemized
- Acceptable

**Receipt B**
- Not Itemized
- Not Acceptable
### Invoice

#### Dunder Mifflin - Scranton

**A People Person's Paper People**

**Date:** November 15, 2017  
**Customer ID:** ABC3245

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Premium Multipurpose Copy Paper</td>
<td>$24.99</td>
<td>$12.00</td>
<td>$329.90</td>
</tr>
</tbody>
</table>

**Total Discount:** $12.00

**Total:** $329.90

Make all checks payable to Dunder Mifflin.

Thank you for your business!

---

### Sales Order

#### Dunder Mifflin - Scranton

**A People Person's Paper People**

**Date:** November 21, 2017  
**Customer ID:** ABC3245

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Total Cost</th>
</tr>
</thead>
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<tr>
<td>100</td>
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<td>$329.90</td>
</tr>
</tbody>
</table>

**Total Discount:** $12.00

**Total:** $329.90

Make all checks payable to Dunder Mifflin.

Thank you for your business!
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Rate</th>
<th>Card</th>
<th>Rate</th>
<th>Withdrawal Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/3</td>
<td>Payment</td>
<td>123.45</td>
<td>5.5%</td>
<td>Direct</td>
<td>6%</td>
<td>Transfer</td>
<td>7%</td>
</tr>
<tr>
<td>2/3</td>
<td>Payment</td>
<td>45.67</td>
<td>4.5%</td>
<td>Direct</td>
<td>5%</td>
<td>Transfer</td>
<td>6%</td>
</tr>
<tr>
<td>3/3</td>
<td>Payment</td>
<td>78.90</td>
<td>3.5%</td>
<td>Direct</td>
<td>4%</td>
<td>Transfer</td>
<td>5%</td>
</tr>
</tbody>
</table>

**Monthly Statement**

Use this statement format. For more information or instructions on how to access this statement, contact Jennifer in A/P: 7-2154 or Jacob in Grants: 7-4734.

**Supervisor Signature Required**

**PI Signature Required**

**Cardholder Supervisor Signature Required**